

***United States District Court
for the District of Columbia
Office of the Clerk
333 Constitution Ave., NW
Washington, DC 20001***

DATE: April 22, 2005

TO: All Potential Offerors

FROM: Clerk, United States District Court

Re: **SOLICITATION FOR COURT REPORTING SERVICES**

1. The United States District Court for the District of Columbia has a requirement for contract court reporting services at the following location: E. Barrett Prettyman Courthouse, 333 Constitution Avenue, NW, Washington, DC 20001. The Court estimates that court reporting services shall be required for a minimum of three (3) reporters based on contract court reporting figures for FY 2004. Photocopies of certificates or other similar means of evincing a reporter's qualifications must be provided with your offer.
2. Court reporters working under any resultant contract shall be required to use stenotype or stenomask as a means of recording proceedings.
3. The term of the contract shall be for a 12-month period effective from the date of award and shall include two 12-month option periods, which may be renewed at the discretion of the Government. The Government's intent is to award a single contract as a result of this solicitation.
4. The Solicitation No. 0090-05-002 is posted on the Court's website at the following location: <http://www.dcd.uscourts.gov/CourtReporter.html>. Your firm, along with others, is being sent this letter of solicitation. In order to be considered for award, you must be able to meet all of the Court's requirements as detailed in the Solicitation Sections A through K. In addition, your firm MUST provide evidence of the reporter qualifications required in Section C - failure to provide this information may be grounds for rejecting your proposal in its entirety. Photocopies of certificates, etc., are acceptable.
5. The Government MAKES NO GUARANTEE that the resultant contract will be of a particular aggregate dollar value, or that the contractor will actually receive any orders for the transcription of reported proceedings. The maximum transcript rates approved in the district are at Attachment J.3 of the solicitation.
6. Proposals must be mailed to the U.S. District Court for the District of Columbia, Attn: Robin Tabora, Chief Deputy for Administration, E. Barrett Prettyman Courthouse, 333 Constitution Ave., NW, Room 1824, Washington, DC 20001. Emailed proposals are not permitted. Instructions and provisions regarding the submission of offers in response to this solicitation are included under Solicitation Section L "Instructions to Offerors." For convenience fillable forms are available on the Court's website;

however, hard copies must be included with proposals to be considered. In accordance with Section L, the following should be included in your proposal:

- a) A cover letter listing the Offeror's attachments/enclosures and referencing the solicitation;
- b) A completed copy of Solicitation Sections A (Standard Form 33) and B through K, with all required information and signed by an authorized representative of your firm;
- c) Completed "Reporter's Biographical Information" form(s), Attachment J.9, with documentation of each reporter's certification; and
- d) Completed "Offeror's Reference Information" form(s), Attachment J.10.

ALL required information must be provided.

- 7. Evaluation of offers will be based on Solicitation Section M Evaluation Factors.
- 8. Your offer must be received by June 6, 2005 at 5:00 p.m.
- 9. Any questions regarding this solicitation must be emailed to CourtReportingSolicitation@dcd.uscourts.gov and be received by no later than May 27, to permit posting of the question and the response on the Court's website. It is the responsibility of potential offerors to regularly check the Court's website to see questions and responses. Phone calls are not permitted.